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3 May 1963

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Stenowriters

1. In response to your recent memorandum addressed jointly to the Director of Personnel and to the Director of Training I wish to report on the training elements concerning the "Stenowriter."

2. As you requested, an offer of assistance has been made to the Chief of the Foreign Documents Division in connection with the training of stenotypists. The magnitude of the training requirement implicit in the attachments is variously suggested as eight or 30 stenotypists depending on machine utilization. However, Chief, FDD, foresees a need for at least 10 but not more than 15 stenotypists. At present he has none on duty.

3. As to the speed with which they can be trained, a great deal depends on the amount of training time per week which can be devoted to mastering stenotyping skills. The Stenotype Institute of Washington maintains that a student completing the six-week theory course (running 9:00 a.m. to 2:30 p.m. daily) will be able at that time to take dictation at 75 wpm. On the other hand, an evening theory class (meeting two nights per week for one and one-half hours each) will take 12 weeks to complete. The evening classes apparently eliminate some of the instruction in English and in Typing Practice given during the day. In either case, increasing speed thereafter is a function of practice and aptitude. In general, to attain the goal of 150 wpm desired for the stenowriter operation would require an additional four to six months following the theory sessions.

4. As I understand it, approximately 15 months is expected to elapse from the time of contract signing to the availability of an installed stenowriting machine. This lead time would appear sufficient to suggest that Chief, FDD, could have 10 stenotypists qualified and available when needed.

5. Training could be conducted as an "in-house" exercise, or typists selected by Chief, FDD, from on duty personnel could be identified for retraining to meet the new requirement and accommodated by the Stenotype Institute. The school is a reputable concern and I feel we could arrange a closed class, if needed. In many respects

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this would be the better alternative. Only one other installation in the area -- Temple School -- purports to offer the stenotype instruction. I would recommend against use of the latter.

6. The Office of Training will continue to maintain contact with the Chief of Foreign Documents Division on this training problem.



MATTHEW BAIRD
Director of Training

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cc: Director of Personnel

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